



## **RESIDENTIAL BASEMENT FINISH Permit Submittal Information**

### ***Required documents:***

1. Completed and signed Building Permit application with Email addresses.
2. Provide 2 site plans **to scale** indicating the residential building's location on the property and the distances from all property boundaries.
3. 2 Sets of Building plans **to scale** that illustrate the scope of work, method, and materials of construction.
  - a. **Zoning** – Review Information
    - i. Provide the floor area ratio (FAR) of the primary structure on the project plans.
    - ii. Provide the net lot coverage.
      1. A site plan may not be required.
    - iii. Provide architectural elevation drawings.
    - iv. Provide the existing and proposed floor plans.
  - b. **Construction Plan Review** – Provide the following on the plans:
    - i. Provide a plan illustrating the existing / new basement, and any demolition work
    - ii. Square footage of the basement
    - iii. Construction material used to finish the basement (wood, steel)
    - iv. Concise detail for the stair construction, if applicable
    - v. Provide the intended use of each room created in the basement finish.
    - vi. Provide a foundation plan illustrating width, depth, and type, if applicable.
    - vii. Provide a floor plan that illustrate the any new doors, walls windows, etc
  - c. If engineering is necessary for structural elements, then provide stamped drawings or stamped engineer's letter.

### ***Submit to:***

1. Zoning
2. Building

### ***Required approvals:***

1. Zoning
2. Building
3. Electrical, if applicable

### ***Required Inspections:***

1. Footing – Building, if applicable
2. Rough – Electrical
3. Rough-in framing – Building, if applicable
4. Final – Electrical
5. Final – Building

### ***Permits required.***

1. Electrical
2. Building
3. Mechanical
4. Plumbing, if applicable